

## Accent Expenses Flow Chart

Please ensure that you have read and understood the study leave guidelines document that is available on the North West study leave website - <https://www.nwpgmd.nhs.uk/study-leave>.

If you need to contact the study leave team, please provide your GMC number. The Study Leave team email address is [england.studyleave.nw@nhs.net](mailto:england.studyleave.nw@nhs.net).

There are two stages to the study leave process. The first is to submit an application (including expense requests) **before** the date of the event, and the second stage is to claim the pre-approved expenses after you have attended the event.

The expenses cannot be claimed until the course has ended. Once the course has finished (the end date of your application), you can then complete the expense claim process.

Please be aware that you have 3 months from the course end date to complete the expenses reimbursement process. If claims are received after this time, expenses will not be reimbursed.

1. You will need to log into Accent and open the application with the expenses that can now be reimbursed. Scroll to the expenses at the bottom and click on each individual expense. Enter the claimed amount and upload the relevant receipt. Please ensure receipts are uploaded and that they confirm payment and do not show the amount due. Ensure that the subsistence (food) receipt is itemised for this to be reimbursed.



2. Once you have entered the claim amount and uploaded the receipts, click on 'claim'. (If you click on save, it will not submit the claim. You must click on 'claim'). The NHSE admin team will receive a notification.



3. Once we have received the notification, we will look at the expense amount that your TPD approved and your receipts, and we will enter the amount in the authorised section with a date. If any information is missing, your expense claim will be rejected. If an expense is rejected, you need to log on to your account and view the comments on the application, and email the Study Leave team with the relevant information/documentation. Please do not upload the requested information/documents to the rejected expense.



4. Once the NHSE admin has entered the payment, it will then be reimbursed in the next available pay (this may be a month after the claim due to payroll office processes). Please note ACL trainees will be reimbursed directly into their banks after an additional form is completed.



5. To submit an appeal for a rejected expense. please contact the Study Leave team - [england.studyleave.nw@nhs.net](mailto:england.studyleave.nw@nhs.net)